

# CEA



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## CAREER EXECUTIVE ASSIGNMENT

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**DEPARTMENT:** CALIFORNIA GAMBLING CONTROL COMMISSION

**POSITION TITLE:** CHIEF COUNSEL  
CEA LEVEL 5

**SALARY:** \$8,918 – \$9,830

**FINAL FILING DATE:** MAY 28, 2004  
Applications, resumes and Statements of Qualifications  
must be postmarked by the final filing date.  
(Faxed applications will not be accepted.)

### POSITION DESCRIPTION

Under the administrative direction of the Director, the Chief Counsel acts as the Commission's chief attorney and principal legal advisor, working in conjunction with the balance of the Executive staff in the formulation, administration, and implementation of departmental policies and programs that affect the gambling industry in California. This position is responsible for the interpretation and evaluation of the laws that govern the roles and responsibilities of the Commission as identified in the State-Tribal Gaming Compacts, the Government Code, and the Business and Professions Code. The Chief Counsel is also responsible for interpreting existing legal policy and for the construction of new legal policy; serves as the primary contact on all legal issues before the control agencies, the Attorney General's Office, the Governor's Office, and other political and/or governmental agencies. The position is a member of the Commission's Executive Team and is influential in the construction and implementation of their policies and programs.

The Chief Counsel performs research on complex legal issues, develops briefs and motions, and represents the Commission in conjunction with the Attorney General's Office or other counsel in court and in administrative actions brought against the Commission and in other legal proceedings. Manages the legal section including planning, prioritizing, and reviewing the legal activities involving the Commission. Oversees the adoption of regulations in conjunction with Office of Administrative Law. Acts as the Commission's representative in the dispute resolution process under Tribal-State compacts. Formulates legal strategies, policies, and recommendations for management action. The incumbent provides guidance and instructions to the Attorney General's Office and private contract counsel on strategy direction, planning, action, official departmental position, and policy for pending legal cases involving the Commission.

**FILING REQUIREMENTS**

Applicants must first meet the following filing requirements:

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

**Either I**

Must be a civil service employee with permanent civil service status.

**Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

**IN ADDITION, APPLICANTS MUST MEET THE FOLLOWING MINIMUM QUALIFICATIONS**

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- a. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the manager's role in labor relations; the manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment.
- b. Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive branches; analyze complex problems and recommend an effective course of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

The above knowledge and abilities are expected to be obtained from extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. (Experience may have been paid or volunteer, in State service, other government settings or in a private organization.)

**EXAMINATION INFORMATION**

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed below, and may serve as a documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

### **DESIRABLE QUALIFICATIONS**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- Experience in the management of a comprehensive legal program including the application of such legal principles as legal research methods, court procedures, rules of evidence and procedures, administrative law and the conduct of proceedings before administrative bodies.
- Experience in public administration, personnel management, leadership and supervision which demonstrates the ability to motivate and manage staff.
- Experience in the formulation and implementation of legal strategies and policies for an organization.
- Experience in analyzing legal principles and precedents and applying them to complex legal and administrative problems and recommend and/or implement an effective course of action.
- Experience in developing and interpreting statutes and regulations.

### **FILING INSTRUCTIONS**

Please submit the following:

- A standard State Application (Form 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- A Statement of Qualifications that describes your experience, knowledge and abilities as they relate to each "Desirable Qualification" factor listed under the "Desirable Qualifications" section of this bulletin. You must provide specific examples for each Desirable Qualification factor. The Statement of Qualifications should not exceed three pages in length with a font no smaller than 10 pitch.
- **Applications submitted without a Statement of Qualifications will be rejected from this examination.**
- **Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.**

All interested applicants should submit their Application, resume and Statement of Qualifications to:

DEPARTMENT OF GENERAL SERVICES  
OFFICE OF HUMAN RESOURCES, TESTING UNIT  
ATTENTION: SUSAN BULMER  
EXAMINATION: CEA 5, CHIEF COUNSEL  
MAILING ADDRESS: P.O. BOX 989052  
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 THIRD STREET, 7<sup>TH</sup> FLOOR  
WEST SACRAMENTO, CA 95605  
(916) 376-5400  
TDD 1-800-735-2929 ☎ Voice 1-800-735-2922

**PLEASE INDICATE ON YOUR APPLICATION THE COMPLETE EXAMINATION TITLE**

**APPLICATIONS MUST BE POSTMARKED BY THE FINAL FILING DATE.**

**Release Date: 05/14/04**